

JOB TITLE**Secretary****THE PURPOSE OF THE POSITION**

To ensure smooth running of committee by timely, distribution of information, provision of appropriate paperwork, booking of venue.
Maintain records

To distribute information to membership / committee from external organisations as appropriate.

To be the contact point for outside agencies.

RELATIONSHIP WITHIN THE COMMITTEE

- Preparation of annual return in conjunction with Treasurer.
- Preparation of agenda in conjunction with Chair.

OUTSIDE AGENCIES

- Booking Clerk at Foakes Hall for booking / arrangements of General Meetings.
- MIND / Dunmow Day Centre for booking / arrangements of Committee Meetings.
- u3a – nationally, for queries, constitution, legal matters
- Charities Commission – maintenance trustee details / distribution of information / annual return
- Essex Association – distribution of speakers list
- Other relevant organisations as required.

DUTIES AND RESPONSIBILITIES

- Timely distribution of information to membership and/or Committee members from external organisations.
- Preparation and distribution of AGM/SGM documentation in conjunction with Chair
- Maintenance of Charity Commission data
- Maintenance of Committee data including web page and holiday dates
- Preparation and distribution of paperwork for Committee meetings.
- Answer queries and assist members or forward to relevant committee members as appropriate.
- Keep copies of agendas, signed minutes, constitution, resignations.
- Keep the policy documents up to date
- Liaise with minutes secretary and Chair to ensure the minutes are a true and timely record.
- Take actions as required following a committee meeting
- Induct new committee members (with Chair) and provide copies of relevant policies and documents as a 'starter pack.'

KNOWLEDGE AND SKILLS

- Computer literate with a working knowledge of MS Office, email, internet
- Good communication and listening skills
- Proactive
- Team player
- Good organiser
- Diplomatic / use discretion
- Administration skills
- Problem solving

GENERAL COMMITTEE RESPONSIBILITIES

As an Officer, share necessary decision making with Chair, Vice Chair and Treasurer as required.

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